



**Halswell School**  
*Many hearts make a school*

**MINUTES OF THE MEETING OF THE  
BOARD OF TRUSTEES  
HELD ON TUESDAY 27 NOVEMBER 2018 AT 5:00 PM**

**1. ADMINISTRATION**

**1.1. PRESENT**

Trevor Campbell (Chairperson), Rob Naysmith (Acting Principal), Carena Parish, Marcus Clyne, Anita Head (Staff Trustee), Francesca Brown, Penny Wilson, and Gary Hancock.

**IN ATTENDANCE**

Lisa Dovey and Casey Gardiner (Minute Secretary).

**APOLOGIES – Nil.**

**1.2. MINUTES OF THE PREVIOUS BOARD OF TRUSTEES MEETING – 30 OCTOBER 2018**

**Motion: Moved: Chairperson**

*That the Minutes of the Public Meeting of the Board of Trustees held on 30 October 2018 be approved and accepted as a true and correct record of the meeting.*

**Carried.**

**1.3. ACTIONS FROM PREVIOUS MINUTES**

The Action Points were discussed with those being completed, removed from the list, and all others a work in progress.

**1.4. CORRESPONDENCE – as listed in the Agenda**

M Clyne spoke to this and called the Board's attention to the Auditor's Report to the Board of Trustees. Within this report, provides some observations and recommendations arising from the Audit. The 'Professional Liability Insurance' was noted as being worthy of review.

**Action:** R Naysmith to investigate the 'Professional Liability Insurance' and to bring his findings to the Board.

T Campbell raised the letter from staff regarding the Café. It was noted by R Naysmith that the situation with the café has been explained to staff. The Board agreed with the principles of the letter and as pre the previous discussion the agreement was to consider setting up an alternative option for coffee (eg vendor which provides rebates to the school). To be delegated by management and investigated.

**Action:** M Clyne to draft a letter, in response to the staff's letter regarding the café.



M Clyne raised the letter sent from Alister Ferguson regarding Memorial Plaques. It was noted that the Property Committee previously had discussed plaques that need to be created, as well as inscriptions. It was noted that B Topham needs to be added to the list of Principals at the Old Gate.

**Action:** That the Board delegates to the Property Committee to re-evaluate the list of plaques and inscriptions.

**Action:** M Clyne to follow-up with the letter from Alister Ferguson.

## 2. PUBLIC EXCLUDED SESSION

**Motion:**            **Moved: Chairperson**

*That the meeting moves into Public Excluded Session for reasons of legal and professional privilege and to protect the privacy of natural persons. While in Public Excluded, the Board discussed: Correspondence.*

**Carried.**

**Motion:**            **Moved: Chairperson**

*That the meeting resumes in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board of Trustees.*

**Carried.**

## 3. MONITORING/REVIEW

### 3.1. FINANCE REPORT

The Finance Report for October 2018 was previously circulated and tabled at the meeting. It was noted that the Working Capital has increased to \$270,000 from \$131,000 at the start of the year. This is as a result of the YTD Operating Surplus of \$182,000 – on a cash basis this is closer to a \$255,000 surplus – offset by asset additions of \$116,000.

### 3.2. SCHOOL REPORT

The School Report was previously circulated and taken as read. R Naysmith spoke to the following:

- Annual Plan – We are well underway preparing the 2019 Charter and Annual Plan. These documents are not due to the Ministry until March 2019. At this stage, we have only done a Strategic Plan for 2 years (2019-2020) given our circumstances with a new principal BOT Elections, and Legislative Changes to School Charters taking effect for 2020.
- Zone Consultations – We have received 1 feedback reply from Knights Stream School in favour of our changes. We have received no other feedback. Letters were sent to Oaklands, Hoon Hay, Knights Stream, Ladbrooks, and Prebbleton. We will forward all documentation to the Ministry after the Board Meeting.
- Appointments – We have not completed appointments for all part-timer, fixed-term positions for 2019. These roles provide cover for Lead Team and beginning Teacher Release. We are awaiting BOT ratification of the draft 2019 budget before appointing Teacher Aides for 2019.
- School Organisation for 2019 – All information on school organisation and class placements has been shared in the last two newsletters.
- Accident Register – There was one significant accident where an ambulance was called, and a child was hospitalised. This has been investigated and written up in the Accident Register. There has also been an incident of a child biting a teacher aide which resulted in the need for a doctor's visit to get a tetanus injection. We are in contact with the MoE regarding support and we were investigating a Behaviour Management Plan.
- SchoolDocs – Will be discussed at the December Board Meeting.



**4. OTHER AGENDA ITEMS****4.1. BUDGET 2018**

R Naysmith spoke to the Budget for 2018. It was queried about the inclusion of Kelly Sport for \$25,000 as it was not originally in the Budget for 2018 and is not being included in the 2019 Budget. It is to be removed from the 2018 Budget.

**Motion:**           **Moved: Chairperson**

*With the amendment to Kelly Sport, the Board of Trustees approve the Budget for 2018.*           **Carried.**

**4.2. BUDGET 2019**

R Naysmith presented the Draft Budget for 2019 to Board Members. The following comments were noted:

- We are currently looking at the following break-down of the budget:
  - 40% on Personnel
  - 33% on Running Costs
  - 13% on Discretionary/Curriculum
  - 9% on Depreciation
  - 5% on Surplus
- Capital Expenditure – this needs to be Strategic and will require input from our new Principal. Currently, there is nothing that is really pressing or cannot wait that requires spending from Capital Expenditure.
- It was noted that there will be a drop in the funding for the Operations Budget from next year. Currently budgeted for roll of 720.
- It was noted that International Income is a High Risk - there may be less if students cancel.
- Hire of Buildings – We have been seeing more people using the hall which has resulted in the increase of the budget to \$17k.
- The purchase of tiered seating in the hall was discussed. It was noted that the Board require up-to-date quotes ASAP if they are to be ordered in time for the production next year.

**Action:** R Naysmith to approach those we have previously received tiered seating quotes from to receive up-to-date quotes, including estimated time from order to delivery and present these to the Board.

- It was noted that the Audit Fee in the Draft Budget is incorrect. It is actually \$3,984.
- Fire Protection has been put under Property Maintenance.
- The PTA Budget has been decreased to \$45k, however this is an “in and out” figure - projects for the PTA haven’t been agreed.
- Subscriptions have been detailed in their own budget. It has been tidied up.

**Motion:**           **Moved: R Naysmith    Seconded: Chairperson**

*That the Board of Trustees approved the Draft 2019 Budget.*

**Carried.**

**Motion:**           **Moved: Chairperson**

*The Board authorises Rob and his team to spend in accordance of the 2019 Draft Budget.*

**Carried.**

**4.3. INTERNATIONAL TRAVEL PROPOSAL**

L Dovey spoke to her International Travel proposal. The following comments were noted:

- International Travel is an extra-curricular activity - camps and other curricular activities are completely separate to international travel.

- We have received plenty of interest from students and staff.
- Using a percentage of short-term stay income to be used to offset staff costs for International Trips was discussed. The Board were split on their thoughts on this.

**Motion:**        **Moved: Chairperson**    **Seconded: C Parish**

*That the Board agree to the 2019 International Trips in principle, giving the organising team the go-ahead to begin planning.*

**Carried.**

**Motion:**        **Moved: R Naysmith**    **Seconded: A Head**

*That the Board of Trustees approve a % of the short-term stay income to be used to offset staff costs for the International Trip.*

**Vote 4-3 Against. Motion Declined.**

#### **4.4. GOVERNANCE MANUAL/WEBSITE BIOS**

F Brown spoke to this. The Governance Manual was circulated to Board Members with discussion deferred to the December Board meeting.

**Action:** Board to review and address the comments made in the revised Governance manual

**Action:** Board to complete a short bio to be put on the school website.

**4.5. ZONE CONSULTATION** – Discussed in the School Report.

#### **4.6. PROPERTY COMMITTEE**

M Clyne spoke to this. The meeting with Ruth Dyson has occurred to discuss the Road Crossing. It is currently with Ruth, who will be getting back to us.

**Action:** M Clyne to follow-up with Ruth Dyson regarding the Road Crossing.

#### **4.7. FOOD POLICY**

F Brown spoke to this. The following comments were noted:

- It was raised to bring a consultation to the school community around the food policy and what this means for Halswell School. This would be looking at being completed early 2019.

**Action:** F Brown to bring a draft consult document for the Food Policy to the December Board Meeting.

There being no further business, the meeting was closed at 7:00 pm.

**Next Meetings:** 11 December 2018 at 5:00 pm.



CONFIRMED.....

CHAIRPERSON

DATE

**MATTERS ARISING / ACTION SHEET  
FROM THE MEETING OF THE  
BOARD OF TRUSTEES  
HELD ON TUESDAY 27 NOVEMBER 2018**

By Who	Action	Reference	Date
R Naysmith	To investigate the 'Professional Liability Insurance' and to bring his findings to the Board.	27/11/2018 1.4	
M Clyne	To draft a letter, and circulate to Board Members for approval, in response to the staff's letter regarding the Café.	27/11/2018 1.4	
Property Committee	That the Board delegates to the Property Committee to re-evaluate the list of plaques and inscriptions.	27/11/2018 1.4	
M Clyne	To follow-up with the letter from Alister Ferguson.	27/11/2018 1.4	
R Naysmith	To approach those we have previously received tiered seating quotes from to receive up-to-date quotes and present these to the Board.	27/11/2018 4.2	
Board	To read and address the comments made in the Governance Manual.	27/11/2018 4.4	
Board	To complete a short bio to be put on the school website.	27/11/2018 4.4	
M Clyne	To follow-up with Ruth Dyson regarding the Road Crossing.	27/11/2018 4.6	
F Brown	To bring a draft consult document for the Food Policy to the December Board Meeting.	27/11/2018	December BOT Meeting